



TITLE OF POLICY

Application Phase Committee Structure and Function

PURPOSE AND SCOPE

To establish the charge, composition, and voting privileges of the Application Phase.

RESPONSIBLE PARTY AND REVIEW CYCLE

The Application Phase reviews the policy on an as needed basis and Education Committee approves it.

LCME REFERENCE(S)

LCME 2.6: Functional Integration of Faculty

LCME 4.6: Responsibilities of Education Program Policies

HISTORY OF APPROVALS AND UPDATES

Approved by the Education Committee on April 16, 2018

Amended and Approved by the Education Committee December 16, 2019

Amended and Approved by the Application Phase Committee July 10, 2023

POLICY

The charge of the Application Phase Committee is to monitor, evaluate, and modify operations and policies for the Application Phase to achieve school-established competencies. The Co-Directors of the Application Phase lead the Application Phase Committee. The Application Phase is comprised of voting and non-voting members listed below.

A quorum is defined as 50% +1 of the committee.

If a committee member holds two positions with voting privileges, he/she can only vote once.

Voting Members must be present or send a designee:

1. Phase Co-Directors
2. Course Co-Directors
3. Campus Director and one additional faculty member from the Asheville Branch Campus
4. Campus Director and one additional faculty member from the Charlotte Branch Campus
5. Campus Director and one additional faculty member from the Wilmington Branch Campus
6. Student Representatives (Whitehead officers)

Ex-Officio Non-Voting Members:

1. Vice Dean for Academic Affairs
2. Vice Dean for Strategic Initiatives



3. Associate and Assistant Deans for Student Affairs
4. Associate Dean for Admissions
5. Associate Dean for Curricular Affairs
6. Assistant Dean for Clinical Education
7. Director, Office of Rural Initiatives
8. Coil Directors
9. Administration Leadership and Staff (e.g., Director of Student Affairs, Director of Academic Affairs, and Director of the Clinical Skills Center)
10. Departmental Educational Leads
11. Course Coordinators
12. Site directors for HISC, CBLC, and CSP
13. Foundation Phase Co-Directors
14. Individualization Phase Co-Directors

PROCEDURE(S):

NA

DEFINITION(S):

NA